

OUTLINE FOR MEETING WITH - [redacted]

STAT

24 February 1966 - Conference Room (MAGAZINE)

I. Purpose of Meeting

1. Smaller Groups to Encourage Discussion
2. Groups With Mutual Problems to Solve *Areas of Interest*
3. Know One Another Better
4. Exchange Ideas

II. Results of Moratorium on Purchase of Filing Equipment

1. Government-wide - \$3,600,000 less for purchases
2. No increase in special file equipment
3. Our results

III. Paperwork Management Award

IV. Source Data Automation Symposium

V. Briefings on Records Management at Senior Staff Meetings

VI. "Red Tape" Material Procedures

VII. Speed Letter Results

VIII. Special Equipment Exhibit Here